

Appendix

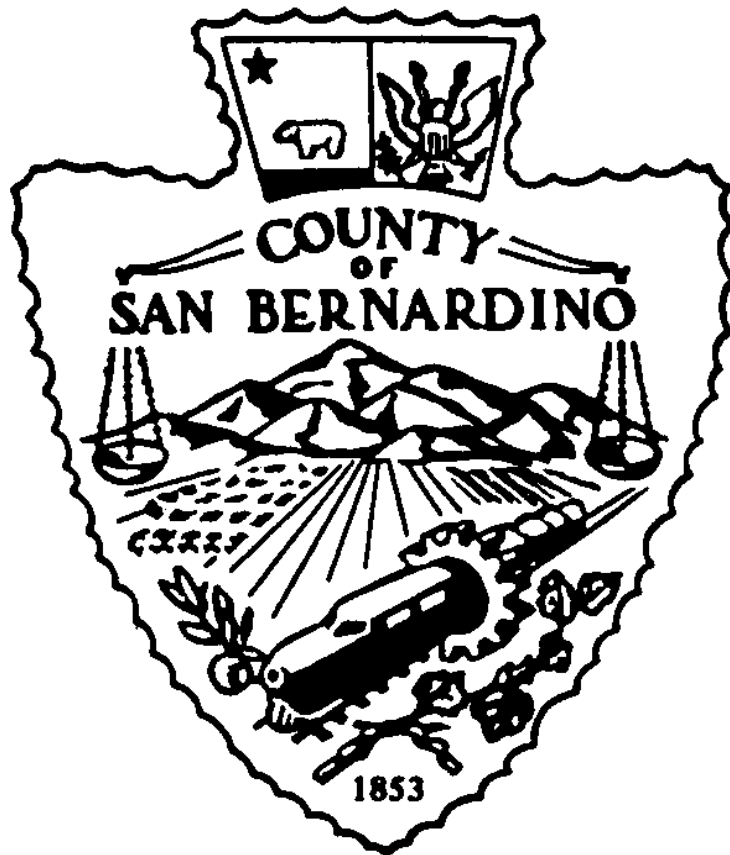


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County of San Bernardino
SAFETY INSPECTION CHECKLIST

LOCATION:		INSPECTION DATE:	
DEPARTMENT:		INSPECTED BY:	
DESCRIPTION	O.K.	CORRECTIVE ACTION NEEDED/INITIATED	DATE
WALKING SURFACES			
Aisles/halls correctly established and clear			
No tripping hazards in evidence			
Floors clean, dry, free of hazards			
Carpets and rugs secure, good repair			
Outside walkways, parking areas, in good repair			
STAIRWAYS, RAMPS, STORAGE AREAS			
Adequate lighting suitable for work to be done			
Ramps have non-slip surface			
Stairways clear - not cluttered - good repair			
Emergency lighting in place, functioning			
Handrails/guardrails installed and in good condition			
Hazardous storage appropriate - containers labeled			
Cabinets, shelves, racks - secured against tipping			
DOCUMENTS/RECORDS			
OSHA 300 logs available			
Hazardous Communication/MSDS available			
Training/Meeting documentation maintained			
Required procedures, notices, rules posted			
EQUIPMENT, MACHINES, TOOLS			
Equipment/machines secured, guards in place			
Drawers closed when not in use			
Equipment furniture in good mechanical condition			
Fans guarded, secure from falling or tipping			
Paper cutter equipped with guard; blade spring functioning			
Safe step stools/ladders used when needed (non-rolling)			
Protective equipment available			
Supplies, materials, safely stacked			
Knives, scissors, other sharp tools used/stored correctly			
ELECTRIC HAZARDS			
Machines and equipment grounded			
Extension cords - isobar type only			
Condition of equipment cords (not patched or spliced)			
Condition of plugs and wall outlets			
Electric switch panels clear (at least 30" open area)			
Circuits not overloaded			
Coffee pots (commercial/industrial type only)			
Appliances include safety switches			
FIRE PREVENTION			
Fire extinguishers properly located, marked, inspected			
Emergency/evacuation plan posted			
Fire escapes clear - exits marked			
Fire doors not blocked open			
Sprinkler heads not blocked (24" ceiling clearance)			
Excess paper and trash removed			
SANITATION, WATER SUPPLY, PERSONAL PROTECTION			
Drinking water available			
Condition of toilet facilities			
Condition of approved eating areas			
Food scraps, peels, wrappings disposed of daily			
First-aid kit and supplies available			

USE REVERSE SIDE OF FORM FOR DEPARTMENT/SITE SPECIFIC INSPECTION ELEMENTS

County of San Bernardino SAFETY INSPECTION CHECKLIST

[illegible]

GENERAL INSTRUCTIONAL TALKS				DEPT.	MONTH
				SUPERVISOR	
Date	Topic Covered	Attendees	Comments		
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Review Comments: _____

**County of San Bernardino
OCCUPATIONAL ILLNESS/INJURY INVESTIGATION REPORT**

Employee Name:	Department:
Reporting Supervisor:	Telephone Number:
Street Address Where Incident Occurred:	
Where, at the above address, did the accident occur? (Use reverse side, if necessary or appropriate, to draw a diagram or give a detailed description of the accident scene below. Do not repeat street address.)	
Explain exactly what occurred::	
What has or will be done to prevent further like-accidents?	
Explain what employee was doing when accident occurred:	
If employee activity was inappropriate, why was task done in the manner?	
Was employee performing task as trained?	
What training has been documented for injured employee as to correct way to perform the particular task?	
If applicable, why was employee not using protective clothing or equipment?	
Is employee retraining necessary?	
If no, why not?	
If yes, when will it be completed?	
Witnesses to the accident:	
Safety Committee recommendation:	
Department Head Signature:	
Safety Committee Review Date:	

CONFINED SPACE ENTRY PERMIT

JOB DESCRIPTION: _____

LOCATION: _____

DATE: _____ TIME ISSUED: _____ TIME EXPIRES: _____

EMPLOYEES ASSIGNED: _____

HAVE THE FOLLOWING PRECAUTIONS BEEN TAKEN?

CHECK
Yes No

Hazards, testing and emergency procedures explained:

☐ ☐

Gas lines isolated?

☐ ☐

All valves locked and capped?

☐ ☐

Electrical switches locked and tested before entry?

☐ ☐

Agitator immobilized?

☐ ☐

Purging or ventilation required?

☐ ☐

Lifelines and safety belts for those entering?

☐ ☐

Rescue equipment on site?

☐ ☐

AIR SAMPLING EQUIPMENT USED:

Type

Serial No.

Date
Calibrated

By Whom

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TESTS
CONDUCTED

Danger Level

Time

Results

Time

Results

O₂ Deficiency (less than 20%)

Combustibility (more than .1)

Toxicity (more than 10 ppm)

LIST PROTECTIVE EQUIPMENT TO BE USED:

RESCUE TEAM MEMBERS:

Supervisor

Manager

COUNTY OF SAN BERNARDINO – Risk Management Division/Safety Section

SAFETY VIDEO LIBRARY

222 W. Hospitality Lane, 3rd Floor, San Bernardino CA

(909) 386-8625

FILM NAME	DESCRIPTION	TIME
* Indicates that a Safety Meeting Outline is available from Risk Management Division/Safety Section for use in conjunction with videos.		
* ACCIDENT INVESTIGATION (Supv. Training)	Principles of Occupational Injury accident investigation	21:00
AFRICANIZED HONEY BEES: What Arizonians Need to Know	General awareness information about Africanized honey bees, including range, hive locations, disposal/control and what to do in case of an attack.	26:00
ARE YOU PREPARED FOR THE BIG QUAKE? (CDF Office of Emergency Services)	The predicted regional effects of a 7.0+ earthquake	13:00
ASBESTOS AWARENESS Are you at risk?	The five elements of OSHA required training for employees who may come in contact with asbestos	23:00
AVOIDING ELECTRICAL HAZARDS	How to keep your work environment safe. Housekeeping, atmosphere hazards, tool safety, testing, PPE, lockout/tagout, a qualified person, and safe work procedures	19:00
* A FOOT CLOSER TO SAFETY	Wearing proper foot protection.	5:00
* A WELCOME INTERRUPTION...GFCI	Power tools and the need for the operation of GFCI installation.	6:20
BACK AT HOME	Four principles for preventing low back pain and injury at home	15:00
* BAR-B-Q HAL	Do's and don't of home Bar-B-Q cooking.	5:00
* BASIC ERGONOMICS	An introduction to the concept of matching the machine to the man.	5:00
BASIC PRINCIPLES OF ELECTRICITY	Basic concepts about circuits, electrical materials, control devices, health effects and emergency response.	10:00
BATTLING FATIGUE	Easy steps to overcoming fatigue in the workplace.	5:00
* BEATING A BLOWOUT	How to handle your vehicle during a tire blowout.	5:00
* BLOODBORNE PATHOGENS	Understanding HBV/HIV virus, sources of exposure, prevention and protective measures	12:00
BLOODBORNE PATHOGENS Precautions for Industry	A mock training class covering definitions, PPE used in emergency response, cleanup and housekeeping.	16:00
* BODY MECHANICS: PREVENTING PAIN AND STRAIN	Proper steps to take to prevent lifting and carrying injuries.	12:00
CARBON MONOXIDE POISONING	Short training video dealing with source and effects of carbon monoxide hazards.	13:00

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FILM NAME	DESCRIPTION	TIME
CHARGING UP ON BATTERY SAFETY	Safety procedures for batteries.	5:00
* CHEMICAL BURNS	Special handling and treatment of chemical burn victims.	5:00
* COMMITMENT TO SAFETY	General safety orientation at the workplace.	16:00
COMMUNICABLE DISEASES TELECOURSE	Health hazard risks and protection in law enforcement.	90:00
CONFINED SPACE Certification Series	I - Confined space hazards An interactive video program. II - Confined space entry An interactive video program.	27:00 30:00
* CONFINED SPACE ENTRY	Detailed review of confined space entry safety procedures.	18:00
* CONFINED SPACE ENTRY – OUT IN THE OPEN	Orientation/overview of confined space safety procedures.	21:00
* CONFINED SPACE HAZARDS	Detailed review of confined space safety hazards.	18:00
CONFLICT COMMUNICATION SKILLS	How to develop your communication skills and diffuse angry, hostile people.	14:00
* CPR	Demonstration of CPR techniques.	6:15
CUMULATIVE TRAUMA – IT ALL ADDS UP	Understanding the causes of cumulative trauma disorders.	15:00
CUMULATIVE TRAUMA Reducing the Risk	A safety program designed to aid supervisors in preventing cumulative trauma injuries: Module A - It all adds up Module B - Meeting the challenge Module C - Reducing the risks	15:00 15:00 15:00
DISASTERS IN SB COUNTY	OES – Earthquake and Disaster Preparation for SB County	13:00
DISASTER PREPAREDNESS	Emergency Action Plans, fire drills and package bombs	20:00
DIFFUSING HOSTILITY	Techniques used to diffuse hostile or difficult people.	47:00
DON'T HORSE AROUND ON THE JOB	Why horseplay at work is dangerous.	9:00
DREAMS INTO NIGHTMARES	Safety planning and safety consciousness.	5:00
* DRIVE SAFELY	Safe driving techniques.	13:00
EARTHQUAKE By GTE	Getting prepared for this disaster at home.	30:00
* EARTHQUAKE THREAT TO HOSPITALS	Hospital disasters attributed to earthquakes.	12:00

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FILM NAME	DESCRIPTION	TIME
* ELECTRICAL BURNS	Basic precautions and initial treatment of electrical burns.	5:00
ELECTRICAL GROUNDING: A Vital Precaution	Importance of grounding, creating a equipotential workzone, PPE, grounding cables, installation and removal procedures.	13:00
ELECTRICAL HIGH VOLTAGE Know the Hazards	OSHA requirements including training, PPE, ladders/platforms, safe power tool use, safe minimum working distances, job specific hazards and procedures and working in enclosed spaces. Special considerations while working on power stations, substations, and power generation facilities.	28:00
ELECTRICAL PRINCIPLES	Take personal responsibility to work safety by understanding basic electrical principles.	14:00
* ELECTRICAL SAFETY VIOLATIONS	Common electrical hazards and how to identify them.	9:00
* EYE INJURIES	Eye protection while on the job.	3:50
EYE PROTECTION – A NEW APPROACH	Short training video emphasizing importance of eye protection.	15:00
FACTS ABOUT OSHA INSPECTIONS	Supervisors training video highlighting steps and ramifications of an OSHA inspection.	16:00
* FIGHTING FIRE BEFORE IT STARTS	Fire prevention.	35:00
* FIGHTING THE STRAIN – ERGONOMICS	Common sense solutions to the physical strain of repetitious movements for extended periods of body positioning.	5:47
FORKLIFT SAFETY	An operator training program.	8:00
* GOOD DRIVING IS AN ATTITUDE	The attitude of the driver and important aspects of safe driving.	5:00
GOOD SAFETY IS GOOD BUSINESS	Safety economics for employers and employees.	5:00
* HANDLING GAS CYLINDERS	The proper handling and storage techniques of gas cylinders.	5:39
* HANDLING THE HEAT	Recommendations for individual safeguards to eliminate or reduce heat exhaustion.	5:21
* HARDHATS – HARD HEADS	First aid for head injuries and how to avoid them.	5:00
HAVE A CHAIR	How to avoid backaches by using proper chair adjustment.	5:00
HAZARD COMMUNICATION A Health Responsibility	The five areas of the HazCom standards: hazardous materials identification, MSDS, warning labels, training, written program.	17:30

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FILM NAME	DESCRIPTION	TIME
* HAZ-COM – AN OVERVIEW	A quick reference guide to Hazardous Communications requirements, labeling and Material Safety Data Sheets.	5:28
HEADS UP FOR SAFETY: OVERHEAD DANGERS	Accident prevention from overhead.	5:00
* HEARING THE GOOD THINGS IN LIFE	Wearing hearing protection to prevent long term hearing loss.	4:12
* HEAT CAN KILL	Signs of heat strokes or exhaustion and how to handle it's victims.	5:00
* HEAT STRESS	Signs of heat stress and how to prevent heat injuries.	15:00
* HEIMLICH MANEUVER, THE	How to recognize the symptoms of choking and how to perform the heimlich maneuver on the victim.	3:30
HIGH IMPACT ELECTRICAL SAFETY	Graphic video depicting hazardous environments while working around electrical equipment for electricians, maintenance and repair personnel.	19:00
HIGH IMPACT SAFETY AWARENESS	Video designed to familiarize field personnel with the hazards on the job.	18:00
HOLIDAY SAFETY	Awareness of common holiday-created fire hazards, safe food preparation, parties, winter traveling and shopping considerations.	17:00
HOME HEALTHCARE VIOLENCE	Understand the assault cycle and safe work practices to prevent potentially violent encounters when providing home healthcare.	22:00
HOME OWNERS GUIDE TO SAFE HANDLING OF HONEY BEES	Procedures on how to safely kill and dispose of honey bee hives when professional assistance is not possible.	26:00
HORSEPLAY IS NO JOKE	Dangers of horseplay at the work place.	12:00
* HOSPITAL STAFF ACTION IN EARTHQUAKES	Proper actions hospital staff can take to reduce injuries.	12:00
* HOUSEKEEPING – GENERAL WORK SPACE	Proper housekeeping in maintaining efficient and safe working conditions.	5:00
* HOUSEKEEPING: IT'S EVERYONE'S JOB	Work zone housekeeping.	14:00
INDOOR AIR QUALITY	General factors which influence indoor air quality and guidelines to improve it.	13:00
"IT WON'T HAPPEN TO ME" Accidents in the Workplace	Personal accounts of accidents; accident causation factors, common reasons for unsafe acts and accident prevention.	15:00

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FILM NAME	DESCRIPTION	TIME
JOB BRIEFINGS	How to conduct and participate in an effective tailgate meeting.	9:16
* JUDGE, JURY AND EXECUTIONER	General safety consciousness.	5:00
911 KILLER BEES	A real life attack incident recorded on the 911 television series.	12:00
* KNOW YOUR ABC's – FIRE EXTINGUISHERS	Explains which types of fire extinguisher to use on each different type of fire.	5:00
* LADDER SAFETY	Explains the dangers and demonstrates the safe use of various types of ladders and portable steps.	6:21
LEAD – TREAT IT WITH RESPECT	Reducing your exposure to lead at work, protecting you and your family.	17:00
* LIFT IT RIGHT	Correct lifting and carrying techniques.	12:00
* LOCKOUT/TAGOUT	Safe procedures to follow before working on or repairing machinery.	15:00
* LOCKOUT, TAGOUT: SIX STEPS TO SAFETY	Proper machine and tool cut-off procedures before cleaning and maintenance.	11:00
* MACHINE AND EQUIPMENT SAFETY	Prevention of injuries by power equipment and machinery.	13:00
MACHINE GUARDING	The benefits of a written plan and components of an effective guarding plan.	18:00
MANUAL HANDLING	Analytical approach to manually handling a variety of materials, including breaking down a load, equip. assistance. Not a lifting technique film.	10:00
MAINTENANCE PERSON SAFETY	General precautions to take when performing regular job tasks.	5:32
* MURDER ON YOUR HANDS	Preventative measures on hand injuries.	5:00
* MUST WE FALL	Shocking video on slips and falls told through the eyes of a stuntman.	17:00
* NEAR MISSES	How to evaluate near misses and fix problems before injury.	6:00
OFFICE ERGONOMICS	Position of body to provide comfort and prevent injuries.	10:00
OFFICE ERGONOMICS – WORKING IN COMFORT	Principles of adjusting workstations to be more comfortable and efficient.	17:00
OFFICE ERGO-SAFE	A systematic approach to office ergonomics, and job task analysis.	20:00

COUNTY OF SAN BERNARDINO – Risk Management Division/Safety Section
SAFETY VIDEO LIBRARY

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FILM NAME	DESCRIPTION	TIME
* OFFICE SAFETY – IT'S A JUNGLE IN THERE	Office safety from electrical hazards to slip and fall hazards.	24:00
* OFF THE JOB SAFETY	Common injuries off the job and how to avoid them.	10:00
ON ANY GIVEN DAY (SAFETY STATISTICS)	Facts and figures to reduce the risk of becoming a safety statistic.	5:00
ON GUARD	Infection control for Safety and Health care professionals.	23:00
* PERSONAL WORK SPACE	Reviews good personal work space housekeeping habits.	4:23
* PREVENTING EYE INJURIES: HOW'S YOUR SAFETY EYE-Q?	Proper wearing of eye protection for different jobs.	10:00
* PREVENTING HAND INJURY: THREE LINES OF DEFENSE	Basic hand injury prevention in all lines of work.	15:00
PRO-ACTIVE SAFETY ATTITUDES (For supervisors)	How to make a difference in preventing accidents by becoming a pro-active leader.	16:00
* RECOGNITION, EVALUATION, AND CONTROL OF HAZARDS (Supv. Training)	Preventing accidents or injuries before they happen.	18:00
* REPETITIVE MOTION INJURY – PREVENTION IS IN YOUR HANDS	Proper use of office machinery.	13:00
* RESPIRATORY SAFETY: THE BREATH OF LIFE	When and what type of respirators to use.	14:00
* RISKY BUSINESS	General office safety.	12:00
* RULES FOR TOOL SAFETY	Proper use of tools.	13:00
* SAFE LIFTING AND CARRYING	Lifting and carrying techniques for home and office.	5:00
* SAFE MATERIALS HANDLING	Heavy material handling and safe movement of all types of material.	11:00
SAFE WINTER DRIVING	Emphasizes methods to avoid accidents during winter conditions.	17:00
SAFETY-BITE WELDING HAZARDS	Basic control of hazards for welding and cutting operations.	5:00
* SAFETY RELATED WORK PRACTICES	Lockout, tagout procedures in heavy machinery and construction sites.	10:00

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FILM NAME	DESCRIPTION	TIME
* SAFETY AND SUBSTANCE ABUSE	Drug and alcohol awareness.	10:00
SELF HELP FOR BACK PAIN	Understanding the causes of most back injuries and demonstration of back exercises.	6:25
* SEVEN STEPS TO LADDER SAFETY	Proper ladder usage for the maintenance crew.	13:00
* SHOCK HAZARDS – POWER TOOLS	Power tool safety.	5:00
* SLAG INJURIES TO THE EYE – IT CAN HAPPEN TO YOU	Prevention and treatment to prevent further damage to eyes.	5:00
* SLIPPIN' AND TRIPPIN'	Slips and falls – causes and preventions.	5:37
* SLIPS, TRIPS AND FALLS	Prevention of slips, trips, and falls on the job.	12:00
SOFTBALL & BASEBALL FIELD MAINTENANCE AND SAFETY	Maintenance/safety for fields	25:00
S.T.A.R.T. #1	Supv. Training in Accident Reduction Techniques.	15:00
S.T.A.R.T. #2	Recognize and investigate accidents.	15:00
S.T.A.R.T. #3	Educate and motivate in accident reduction techniques	15:00
S.T.A.R.T. #4	Applied concepts of S.T.A.R.T. #1, 2, & 3.	15:00
START II – THE WAY WE WORK (For supervisors)	Transferring the value of personal safety to the worker.	26:30
* STAR WITNESS – ACCIDENT REPORTING	Observing the details of an accident and reporting it.	5:00
* STEP RIGHT UP	Safe usage of large ladders in a maintenance environment.	18:00
SUN SAFETY FOR OUTDOOR WORKERS	Risks, causes and prevention of 3 forms of skin cancer	13:00
SURVIVING THE BIG ONE (KCET video)	How to prepare for a major earthquake.	58:00
SUSPENDED ACCESS EQUIPMENT	Safe work procedures on platform, hoist operations.	10:00
* THE BIG STRETCH	Demonstration and techniques for warming up in the work place.	4:42

COUNTY OF SAN BERNARDINO – Risk Management Division/Safety Section**SAFETY VIDEO LIBRARY**222 W. Hospitality Lane, 3rd Floor, San Bernardino CA

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FILM NAME	DESCRIPTION	TIME
* THE FIRST LINE OF DEFENSE – FIRE EXTINGUISHERS	Demonstrates the need for readily available and appropriate fire extinguishers in every work environment and stresses the need to know safe operating procedures for these extinguishers.	7:46
THE FIRST STEP TO DANGER	Reviews safety procedures for taking the first step down from a high place.	4:08
THE INVISIBLE KILLER – CARBON MONOXIDE	Basic signs to recognize carbon monoxide build-up within your body and basic treatment for exposure.	5:00
* THERMAL BURNS	Proper first aid procedures in treating burns prior to EMT's arriving on the scene.	5:00
THE SIGNAL	Understanding the standard hand signals for crane operation.	5:21
THINKING IT THROUGH – MARK OF PROFESSIONAL SUPERVISOR	Responsibility of front line supervisors in regards to health and safety to their employees.	20:00
THREE POINT CONTACT	Climbing controls.	----
* TO HEAR THE BIRDS SING	Classifications of respirators for hazard protection are discussed and proper usage and maintenance.	6:26
TUBERCULOSIS AWARENESS	Excellent generic video explaining the nature of TB, risk of infection, symptoms of infection and protective measures.	16:00
TUBERCULOSIS: A PREVENTABLE EPIDEMIC	Exposure and control procedures for the medical profession.	23:00
* UP IN SMOKE	Proper precautions for usage and storage of flammable liquids.	4:49
* USE THE RIGHT TOOL	Using the right tool for the job.	5:00
* VIDEO DISPLAY TERMINAL AND YOU	Proper placement of VDT and prevention of carpal tunnel syndrome.	15:00
VIOLENCE IN THE WORKPLACE	Statistics, causes, warning signs, employee relations and reporting procedures.	10:00
* WATCH YOUR LOAD	Demonstrates proper loading and load securing techniques of cargo in every sort of vehicle.	5:10
WELDING/CUTTING SAFETY	Extensive overview of regulations for welding and cutting.	26:00
* WHERE ARE YOUR HANDS	Reminds workers to ask themselves, "Where are my hands?"	4:02
WINTER SAFETY	Features measures to protect employees from the effects of cold weather while working out of doors.	4:00
* WORKER'S ENEMY NUMBER ONE	Back injuries, lifting aids and common sense solutions.	5:29

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FILM NAME	DESCRIPTION	TIME
* WORKING IN CONFINED SPACES	Safe techniques to follow when working in confined spaces.	17:00
WORKPLACE PRECAUTIONS AGAINST BLOODBORNE PATHOGENS: AS IT SHOULD BE DONE	NIOSH – Illustrates bloodborne pathogen exposure prevention in all aspects of healthcare environment	25:00
WORKPLACE VIOLENCE – FIRST LINE OF DEFENSE	Managing employee violence as an organization.	30:00
WORK ZONE SAFETY	How to keep your work zones safe for others.	15:00

SAFETY TRAINING PROGRAMS

In-depth training programs including a video, a detailed trainer's outline and handout masters.

Subject's List:

Effective Safety Committees
Accident Investigation
Emergency Preparedness
Lockout/Tagout
Hazardous Communication
Electrical Safety

* Indicates that a Safety Meeting Outline is available from Risk Management Division, Safety Section for use in conjunction with videos.

**COUNTY OF SAN BERNARDINO - SAFETY SECTION (909) 386-8625
SAFETY BROCHURES**

Name	Brief Description
➤Asbestos Awareness	Potential asbestos hazards and how to avoid them.
➤Avoiding Electrical Hazards	How to avoid electrical hazards by maintaining safe conditions in your work environment.
➤Back Safety	How your back works, how to lift and handle materials and how a health lifestyle can protect your back.
Back Tips For People Who Sit	General back safety and health tips.
➤Beware of the Bite: Electrical Safety	Working safety around electricity through engineering controls, safe work practices and PPE.
Bloodborne Pathogens	What bloodborne infections are, how people contract and transmit them, and how to protect yourself against them.
Blue Print for CTD Prevention	Description of cumulative trauma disorder and prevention/management of this illness.
➤Confined Space Entry	Assist in identifying hazards and provide appropriate controls to make confined space entry safe and routine.
➤Contractor Safety	Help you become a safer employee under the challenging conditions contract workers often face.
➤Electrical Principles	Covers key points about basic principles of electricity.
Emergency Preparedness	Strategic preparation for any type of emergency.
➤Fight Fire with Prevention	The best way to prevent fires, and personal fire protection.
➤Hazard Communication - A Healthy Responsibility	Knowing the hazards of chemicals and recognize the dangers and importance of handling them safely.
➤Holiday Safety	Ways to minimize common dangers while ensuring a safe and happy holiday season.
➤Indoor Air Quality	Indoor air quality program elements, how office and personal activities affect indoor air quality.
➤Lead: Treat it with respect	Lead exposure hazards, limits, PPE and other standard requirements.
➤Lockout for Life	Learn how lockout/tagout accidents happen and how they could have been avoided.

Lock Out, Tag Out	Basic information on lockout/tagout procedures for cleaning, repair, servicing, or inspecting equipment.
Office Ergonomics	To help identify risk factors of cumulative trauma disorder and simple adjustments to make you more comfortable and productive.
Preventing Pain and Strain	Suggests many ways to protect against pains and strains that come with being careless about the way you move at work or play.
Preventing Slips, Trips, and Falls	Learn about the dangers of slips, trips, or falls and how to address them.
Respirator Protection	A guide to an effective program to keep you breathing safely on the job.
➤ Safe Winter Driving	A review of safe winter driving techniques that could save your life.
➤ Tuberculosis Awareness	Understanding tuberculosis and recognizing symptoms. Proper treatment plan to help put tuberculosis back in the past where it belongs.
➤ Video Display Terminal	Realizing the effects of working on video display terminals and suggestions to counteract the demands and stresses.
➤ Violence in Home Healthcare	How to spot potential violent situations, diffuse hostile situations and how to deal with an attack.
➤ Winter Safety	To help you avert losing fingers and toes to frostbite, or risking your life to hypothermia, and help any victims of this condition.
➤ Workplace Violence	How to identify types of violence, causes, how to protect yourself and co-workers and why reporting violence is important.
➤ This booklet contains a Post Test	

**County of San Bernardino
TRAINING CLASS DOCUMENTATION**

Subject:_____ **Instructor:**_____

Department:_____ **Date:**_____

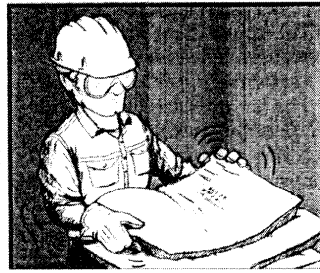
ATTENDEES

Please Print Name	Signature
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LIFTING SAFELY

PREPARING FOR THE LIFT

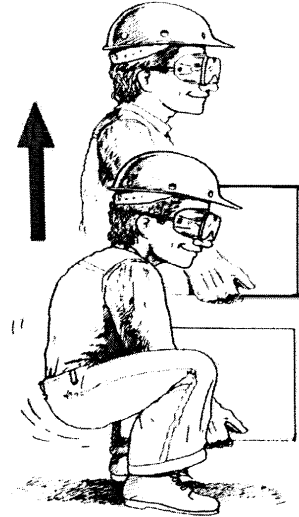
- ε Before starting to lift or carry anything, check your entire walkway to make sure your footing will be solid. Your shoes should give you good balance, support and traction.
- ε Clear any movable obstacles out of your way, and make sure you know where the unmovable ones are.
- ε Cautiously heft the object you'll be moving, to check its weight and center of gravity.



PERFORMING THE LIFT

This is the part that causes most on-the-job injuries. Follow these keys to safe and easy lifting:

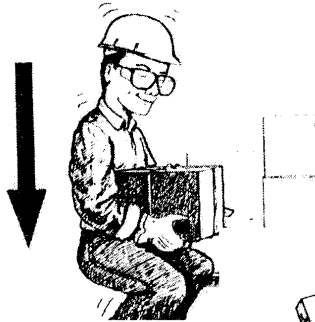
- ε Face the object squarely and get as close to it as you can.
- ε Balance yourself solidly, with your feet slightly apart.
- ε Squat down, bending your knees. Keep your back arched.
- ε Grip the object firmly.
- ε Take a breath and hold it.
- ε Tighten your abdomen.
- ε Use your legs to bring you to a standing position, keeping your back arched.
- ε Make the lift smoothly and under control.



CARRYING AND LOWERING

When carrying an object, grip it firmly and hold it as close to your body as possible.

- ε Arch your back.
- ε Tighten your abdomen.
- ε Bend at the knees.
- ε Whenever possible, store heavy loads off the floor.



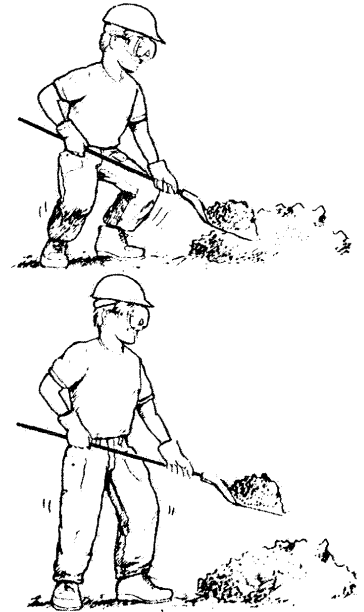
SAFETY TIPS FOR LIFTING

- ε Don't lift objects over your head.
- ε Don't twist your body when lifting or settling an object down.
- ε Don't reach over an obstacle to lift a load. Move whatever is in your way or go around it.
- ε Pace yourself to avoid fatigue when doing heavy work for a long period of time.
- ε Follow the safety guidelines of your workplace.

SHOVELING

The same guidelines apply to other lifting jobs, such as shoveling.

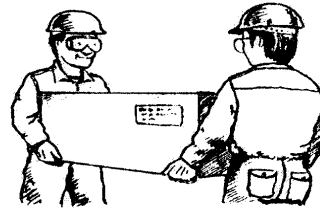
- ε Make sure your grip and balance are solid.
- ε Tighten your abdomen as you lift.
- ε Keep the shovel close to your body.
- ε Bend your knees, not your back.
- ε Use the strength of your thigh muscles to bring you to an upright position.
- ε Increase your leverage by keeping your bottom hand low and toward the shovel blade. This allows you to use the strength of your arms and shoulders to take the load, instead of your back.



ALTERNATIVES TO LIFTING

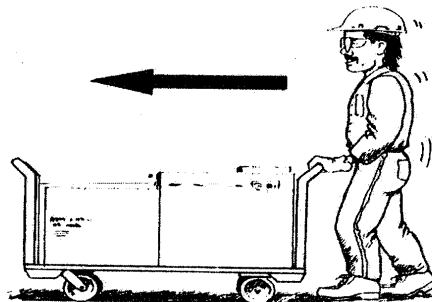
For difficult lifting tasks, keep these options in mind.

- ε Ask a co-worker for help.
- ε Use a pushcart or other material-handling device.



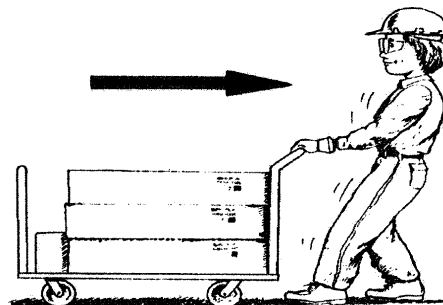
Pushing a load is easier on the back than pulling is.
When pushing a load:

- ε Stay close to the load.
- ε Don't lean forward.
- ε Use both arms.
- ε Keep your stomach muscles tight.



If you must pull something:

- ε Face the object squarely, with one foot at least 12 inches in front of the other.
- ε Keep your back straight.
- ε Bend your knees slightly.
- ε Pull with one smooth motion.



FIRST AID MATERIALS

CATALOG #	DESCRIPTION	LIST #1 UPGRADE	LIST #2 SHERIFF/ EMERGENCY	LIST #3 FIELD OPERATIONS	LIST #4 INSIDE OPERA- TIONS	LIST #5 OFFICE
22-20-522	CONTAINERS EMPTY: Plastic Kit (Empty) 10/unit					X
22-20-524	Metal Kit (Empty) 24/unit		X	X		
22-20-	Plastic (Pre-Packed) 34/unit	New order	New order	New order	New order	New order
22-20-580	ANTISEPTICS: Iodine Wipes, 10/unit	2	1	1	•	•
22-20-088	Burn Spray, 3 oz. aerosol; or	1	1	1	1	1
22-20-087	Burn Ointment, First Aid Cream	2	•	•	•	•
22-20-620	Antibacterial Ointment, Neomycin	1	1	1	1	1
22-20-005	Alcohol Wipes, 70% Isopropyl, 10/unit	5	1	1	•	•
22-20-085	BANDAGES, ADHESIVE: Bandage, 1" X 3", 100/box; or	1	1	1	1	1
22-20-002	Adhesive Bandage, ¾" X 3", 16/unit	1	•	•	•	•
22-20-007	Adhesive Bandage, Butterfly, 16/unit	1	•	•	•	•
22-20-003	Adhesive Tape, ½" X 5 yds, 2/unit; or	1	1	1	1	1
22-20-008	Adhesive Tape, 1" X 5 yds, 2/unit	1	•	•	•	•
22-20-080	BANDAGES AND DRESSINGS: Bandage Compress, 2", 4/unit	1	1	1	1	1
22-20-081	Bandage Compress, 4", 1/unit	1	1	1	•	•
22-20-360	Gauze Bandage, 2" X 6 yds, 2/unit	1	1	1	1	1
22-20-261	Eye Dressing Packet, 4/unit	1	•	•	•	•
22-20-361	Gauze Compress, 24" X 72", 1/unit	1	1	•	•	•
22-20-089	Burn Dressing Pads, 4" X 4", 1/unit	1	1	•	1	•
22-20-362	Gauze Pads, 3" X 3", 4/unit	1	1	1	•	•
22-20-083	Triangular Bandage, 40", 1/unit	2	1	1	•	•
22-20-004	MISCELLANEOUS TREATMENTS: Ammonia Inhalant, 10/unit	1	1	1	•	•
22-20-140	Cold Pack (Instant Cold), 1/unit	1	•	•	•	•
22-20-260	Eye Wash Solution, 1 oz. Saline	1	1	1	1	1
22-20-363	Green Soap Towelettes, 10/unit	1	1	1	•	•
22-20-320	MISCELLANEOUS EQUIPMENT: Scissors & Tweezers	1	1	1	1	1
22-20-680	Pocket Guide to First Aid	1	1	1	1	1
22-20-660	First Aid Instruction Chart	•	•	•	•	•
22-20-420	Vinyl Gloves, Large 1/unit	1	1	1	1	1
22-20-821	Splint, Bendable, 4¼" X 36", 1/unit	•	•	•	•	•
22-20-820	BITE AND STING TREATMENT: Snake Bite Kit	•	•	•	•	•
22-20-822	Sting Kill, 10/unit	1	1	1	•	•
22-20-681	POISON OAK TREATMENT: Poison Oak Wash, 4 oz., Liquid; or	1	•	•	•	•
22-20-682	Poison Plant Cream, 5/unit	1	•	•	•	•
22-20-141	RESCUE BREATHING EQUIPMENT: CPR-Clear Mouth Barrier	1	1	•	•	•
71-30-820	Scratch Pad, 3" X 5"	•	•	•	•	•
71-40-693	Pencil, #2, Black	•	•	•	•	•

• OPTION ITEM -Storage may require larger kit

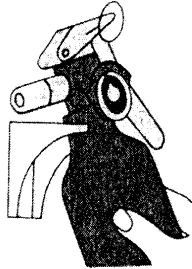
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Where should fire extinguishers be located?

It's best to keep extinguishers in high-traffic areas, always in plain sight. Don't hide them behind drapes, under tables, or in closets. At least one extinguisher should be kept on each floor of your home, including one for the basement and attic.

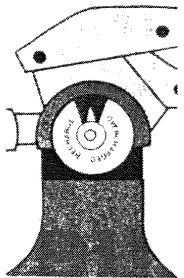
] Place extinguishers on wall brackets no higher than five feet from the floor and near exit and hazard areas.

] Know the hazard areas in your home and office.



How can you keep time on your side?

When fighting fires, time is precious. Keep time on your side by knowing what's what and where to find it!



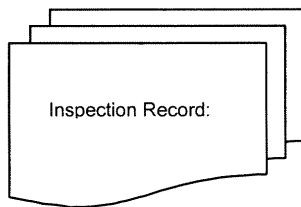
] Call your fire department first.

] Always keep your fire extinguishers serviced and ready for use. Pressure gauges and carbon dioxide containers should be checked monthly. All containers should be checked on a regular basis.

] Acting fast can make the difference between a small fire and one that consumes your whole building.

Keep inspection records.

Keeping inspection records for your fire extinguishers will help you keep track of usage and service. Records can also come in handy after a fire when your insurance company may ask questions about extinguishers. It is especially helpful for businesses to be able to prove that their extinguishers were all serviced and in working order.

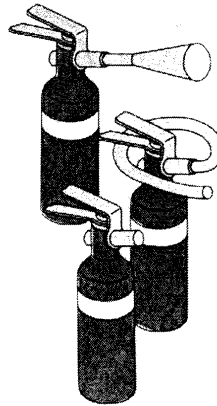


Know your fire extinguishers.

A fire extinguisher is your best defense against fires that have just begun to burn. Fire extinguishers can:

-] buy you enough time to get out of a burning structure, or
-] extinguish fires completely if used properly.

Using the wrong type of fire extinguisher can worsen a fire out of all proportion. It is important to know the type of fire you are fighting before you attempt to use an extinguisher. If you have any doubt about the kind of fire facing you, don't fight it alone!



What kind of extinguishers are available?

Unless you know something about the many types of extinguishers on the market, buying one can be confusing. Extinguishers contain substances that fight different classes of fires. Some are multi-purpose extinguishers that can be used for more than one kind of fire:

Type A Fire Extinguisher - for fires that need a substance like water to cool burning materials down below ignition level. (Burning paper, cloth, wood, rubber, and plastics).

Type BC Extinguisher - contains chemicals that fight: (1) Class B fires (flammable liquids, gases and greases), and (2) Class C fires (energized electrical equipment, electrical fire and burning wires).

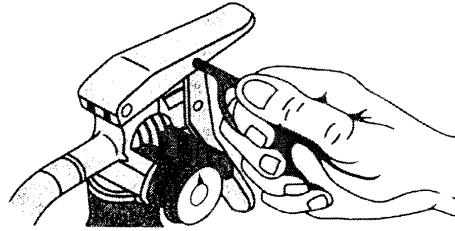
Type ABC Extinguishers - Multi-purpose extinguishers that fight all three types of fire.

REMEMBER the basics of using extinguishers.

If you are called on to use your extinguisher to fight a fire, just think of the word, **PASS**:

Pull

The safety pin at the top of the extinguisher.



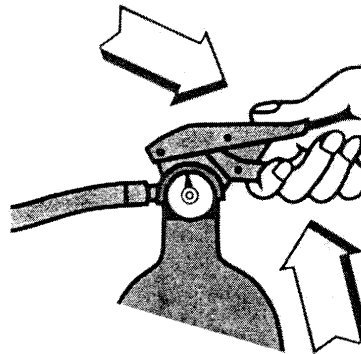
Aim

the nozzle, horn, or hose at the base of the flames.



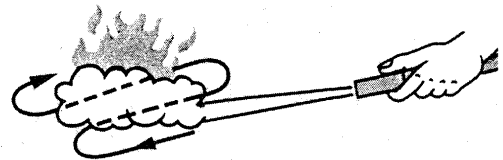
Squeeze

or press the handle.



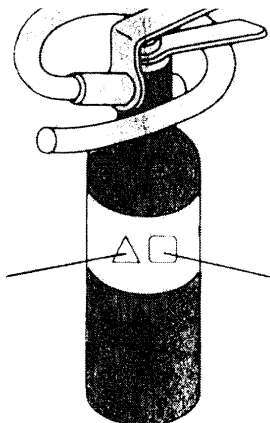
Sweep

From side to side at the base of the fire until it goes out.



Look for universal symbols on extinguishers.

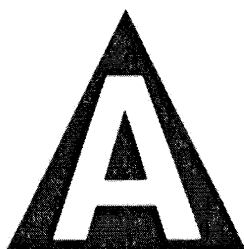
Select the best kinds of fire extinguishers you might need for your home or office. Then learn to choose the correct type quickly if fire breaks out.



Universal symbols and/or pictograph systems are found on most fire extinguishers to indicate the particular class of fire that the extinguisher fights.

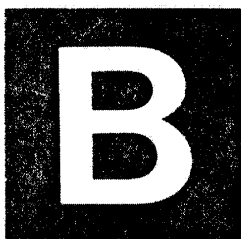
SYMBOLS

PICTOGRAPH



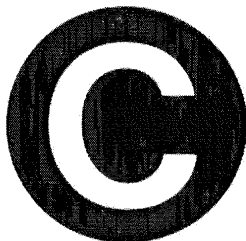
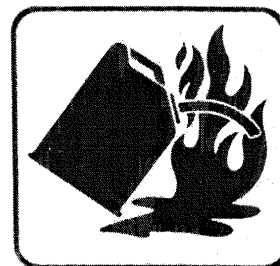
TRASH □ WOOD □ PAPER

An **A** in a green triangle represents Type A extinguishers that fight ordinary combustibles such as burning trash, wood, rubber, cloth and plastics



LIQUIDS □ GREASE

A **B** in a red square represents Type B extinguishers that fight flammable liquids, gases and greases such as oils, paints and gasoline.



ELECTRICAL EQUIPMENT

A **C** in a blue circle represents Type C extinguishers that fight energized electrical fires such as burning wires, switches, machinery and home appliances.



EMPLOYEE TRAINING CHECKLIST

County of San Bernardino

(This report is to be completed by the Supervisor and New Employee within ten working days of employment or new job assignment. Additional forms are to be prepared as the employee receives safety training during the course of employment, at least annually).

NAME _____ BIRTHDATE _____

Date Employed: _____ SSN: _____ Dept. Assigned: _____

Job Title _____ Employee Past Work Experience: _____

- a. Has Employee taken pre-employment physical? ☐ yes ☐ no
b. Are there any physical limitations? ☐ yes ☐ no

If answer to B is yes, please explain:

I HAVE BEEN INSTRUCTED IN THE FOLLOWING SUBJECTS THAT ARE CHECKED:

1. Safety policies and programs ☐ yes ☐ no
2. Safety rules, both general and specific to the job assignment ☐ yes ☐ no
3. Safety rule enforcement procedures ☐ yes ☐ no
4. Use of tools and equipment ☐ yes ☐ no
5. Proper work shoes and other personal protective equipment ☐ yes ☐ no
6. Handling of material ☐ yes ☐ no
7. Lifting and use of lifting equipment such as hoists and cranes ☐ yes ☐ no
8. How, when and where to report injuries ☐ yes ☐ no
9. Importance of housekeeping ☐ yes ☐ no
10. Special hazards of job ☐ yes ☐ no
11. When and where to report unsafe conditions ☐ yes ☐ no
12. Safe operation of vehicle ☐ yes ☐ no
13. Personal protective equipment: List Items _____
14. Hazardous materials: List Items _____
15. Tools/Equipment: List Items _____
16. List all training not indicated above (use back of form if necessary):

Employee Signature _____ Date _____

Follow up on employee will be observed by _____

Employee has performed operation to the satisfaction of the undersigned. An observation was completed on the date indicated.

Supervisor Signature _____ Date _____

IMPORTANT: If employee is transferred to another job, an additional safety instruction report must be completed.

